

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**CITY MANAGER  
GENERAL ADMINISTRATION DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Performs difficult and responsible administrative management duties, tasks and projects for the City Council. Employee reports to the City Council.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs work that involves supervising all operational departments of the City, and performing a variety of general administrative tasks and special projects. Employee is responsible for performing professional-level research into various aspects and phases of municipal operations, and preparation and administration of the budget. Employee must exercise independent judgment, discretion, and initiative in completing assignments and is also governed by the City Charter, City Council policies and State law. Employee must also exercise tact and courtesy in frequent contact with the City Council and the general public. Work is performed with considerable independence under limited supervision of the City Council and is evaluated through observation, conferences and review of work performed.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL FUNCTIONS**

As a professionally-trained public administrator, the City Manager is responsible for providing service to the general public based on policies and ordinances of the City, State and Federal laws. The City Manager's role is defined by the City Charter, State law and functions in the organization defined as the Council-Manager form of government.

Transmits all the policies, ordinances, resolutions, and regulations of the City Council to those concerned thereby; to oversee the faithful execution thereof; and from time to time to report to the City Council as to the operation thereof.

Manages the arrangements and plans for all meetings of the City Council, including the preparation of an agenda, giving legal notice of special meetings, and other notice as required, and to attend all meetings, regular and special of the City Council unless excused.

Keeps the City Council informed of the operations of all the departments of the City Government which the City Manager has the authority to control, and to make reports to the Council from time to time upon the affairs of the City and to keep them advised as to the financial condition of the City and its future financial needs.

Appoints and terminates such subordinate officers, agents, and employees for the general administration of City affairs, which positions and the compensation for such have

## **CITY MANAGER**

heretofore been established by the City Council, except such officers as are required to be elected by popular vote or whose appointment is otherwise provided by law. Department director appointments, suspensions, and removals shall be made by the City Manager.

Supervises, through the budget process, the continual monitoring and evaluations of City operations from the budgetary standpoint. As required by State law, he supervises the preparation of the annual budget and will make financial and policy recommendations to the City Council as a part of the budget.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Comprehensive knowledge of the principles and practices of public administration as applied to municipal government.

Thorough knowledge of municipal government organization and functions.

Thorough knowledge of modern practices and principles of accounting and budgeting as applied to municipal government.

Considerable knowledge of the current literature, trends and developments in the field of municipal administration and principles and practices of general business.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

General knowledge of standard research techniques, methods and procedures.

Ability to make administrative decisions independently and in accordance with established laws, regulations and City policies and procedures.

Ability to work independently and to apply knowledge to a variety of situations.

Ability to analyze complex organizational and administrative problems and to formulate, develop and present recommendations for their solution.

Ability to coordinate assigned programs and activities.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to exercise independent judgment and initiative in performing assigned tasks thoroughly.

Ability to exercise considerable tact and courtesy in frequent contact with the general public, City Council and government officials from other governmental units.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM EXPERIENCE AND TRAINING**

## **CITY MANAGER**

Bachelor's degree in public administration or a related field, Master's degree preferred, and 10 to 12 years of progressively responsible experience in local government management; or any equivalent combination of training and experience to perform the essential position functions.

### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Exempt